

**Sec. 5. ELECTION OF CHAIRMAN AND SECRETARY; TERM; DUTIES OF SECRETARY; RECORDS OPEN TO PUBLIC.** The civil service board shall have authority to elect from its members a chairman and a permanent secretary, who shall hold office for one year, subject to re-election upon the approval of the civil service board. The secretary shall keep the minutes of the proceedings of the civil service board and shall be the custodian of all the papers and records pertaining to the business of the board, and shall keep an accurate record of all examinations held and the results thereof, and shall perform such other duties as the board shall prescribe or direct. All of the records of the civil service board shall be open to inspection by the public at all times.

**Sec. 6. POWERS AND DUTIES GENERALLY; RULES AND REGULATIONS.** The civil service board shall establish and fix requirements of applicants for employment in the police department and the fire department of the City of Statesville, and shall make all such general rules and regulations for requirements of applicants, the conduct and the services of the employees of the said departments as it may deem advisable; said rules and regulations shall be printed and made available for public inspection and for the use of the employees of, and applicants for, employment in said departments.

**Sec. 7. COMPENSATION OF CIVIL SERVICE BOARD.** The members of the civil service board shall receive as compensation for each meeting the same rate of pay as the members of the city council.

**Sec. 8. ROOMS, CLERICAL HELP, ETC., TO BE PROVIDED BY THE CITY.** The city shall provide suitable rooms in the city hall for the civil service board and shall provide all necessary clerical and stenographic help and all stationery, forms, and other supplies needed by the civil service board, and shall allow such reasonable use of the facilities of the city hall for the holding of examinations, and such other use as may be necessary for the proper conduct of its affairs.

**Sec. 9. EXAMINATION OF APPLICANTS FOR POSITIONS IN POLICE AND FIRE DEPARTMENT.** All applicants for positions in the police department or fire department of the City of Statesville shall be subject to an examination by the civil service board, which examination shall be competitive and open to all persons who are qualified voters of the City of Statesville or County of Iredell, subject to a reasonable limitation as to residence, age, health, moral character and general reputation, which said examination shall relate to those matters which will fairly test the relative ability of the person examined to discharge in a proper fashion the duties of the position which he seeks to be appointed to, and shall include tests of physical, mental and moral qualifications, but no applicant shall be examined concerning his political opinions or affiliations, however if a county applicant is accepted who lives outside of the City of Statesville at the time of his or her examination, he or she must then move within the city limits not later than 90 days from the time he or she actually goes on the force; provided, however, that all things being equal city applicants will be given priority over county applicants. Due regard shall be given by the civil service board in its examination of applicants for